



LUMINAR MANAGEMENT LTD

Consultancy | Apps | Portal | WMS | Academy | Policy Hub

Luminar Portal

The all-in-one HR & workforce platform, built and battle-tested for operational teams.

luminar-management.co.uk



Why Luminar Portal

Most HR systems are built to sell licences. Luminar Portal was built to run a real, multi-site operation, because it grew out of one. Every module in this brochure exists because a real HR, warehouse or transport team needed it, not because it looked good on a features list.

The result is a single, coherent platform covering the entire employee lifecycle, from onboarding through to leaving, alongside the day-to-day operational tools (attendance, safety, compliance, training) that most "HR software" leaves for you to bolt on separately.

60+

modules & pages across
HR, operations and
compliance

1

single platform, no separate
apps to reconcile

100%

role-based access, built in
from day one

What makes it different

- **One platform:** A genuinely single system, not a bolt-on. Holidays, training, attendance, safety, payroll reference data and reporting all read from the same employee record, with no exporting from one system to reconcile against another.
- **Phased rollout, your pace:** Every module can be switched on independently, so you roll out at your own pace rather than a disruptive big-bang go-live.
- **Role-based by design:** Employees, managers, directors and admins each see exactly what's relevant to them: nothing more, nothing hidden by accident.
- **Your own environment:** A dedicated instance and database for your organisation, not a shared multi-tenant system, so your data lives in your own environment.
- **Built with the people who use it:** Feature requests from real HR and operations teams get built, and this brochure itself reflects functionality added in direct response to that kind of feedback.

Platform at a Glance

Luminar Portal is organised into clear functional areas, so every role finds what they need without wading through irrelevant menus.

My Space Personal self-service: holidays, training, documents, tasks, claims and profile, all in one hub.	Company Shared company information: Who's Who, policies, values, objectives and company news.
Documents & Compliance A single library for every policy, procedure, toolbox talk and compliance record.	Training & Academy Structured pathways, quizzes, toolbox talks and manager sign-off, tracked automatically.
Team & Manager Tools Approvals, team administration and day-to-day people leadership in one place.	Health & Safety / Security Incident reporting, safety observations, walkarounds and security logs for frontline teams.
Finance & Claims Expenses, mileage and the approval/reporting workflow around them.	Admin The full administrative control panel: user management, settings, security and configuration.

Core HR, Handled Properly

Holidays, absence & leave

Full holiday request and approval workflow with automatic working-day calculation, carryover with expiry tracking, buy-additional-holiday requests, and Bradford Factor absence tracking with return-to-work meetings recorded against each employee's history.

Training & development

Role-based training pathways broken into phases (Day 1, Week 1, Day 30, Day 90, Day 180 and beyond), interactive quizzes, toolbox talk attendance, a Team Leader development programme with coaching sign-off, and a training leaderboard that compares departments fairly on completion percentage rather than headcount.

Performance & development conversations

Full appraisal cycles with self-assessment, manager review and a shared meeting stage, alongside lightweight 1-2-1 check-ins that sit separately from the formal annual cycle, plus Probation Tracking and Performance Improvement Plans where they're needed.

Qualifications & compliance

Every certificate, licence and compliance record in one place, with automatic expiry and renewal tracking. Particularly sensitive record types, such as DBS checks and occupational health assessments, can be restricted so only the employee themselves and admin can see them, even though managers retain visibility of everything else.

Onboarding & leavers

Category-based onboarding and leaver checklists with notification tracking per recipient, plus automatic revocation of Portal login access on an employee's leave date, recorded in the security audit log so there's a clear trail of exactly when access was removed.

Built for Operational Teams

Luminar Portal doesn't stop at HR admin: it covers the frontline, shift-based reality of running a warehouse, transport or site-based operation.

Time & attendance

Clock in/out from a phone, a computer or a shared kiosk device, with optional geofencing so managers can be confident staff are clocking in from the right location. Biometric clock-in options are also available — personal-device fingerprint/face unlock, facial recognition at a shared kiosk, or a dedicated USB fingerprint scanner — with manager-assisted enrolment, one-time self-enrolment links, and support for agency workers who have no Portal login of their own. Breaks, anomalies and attendance costs all roll up into manager and admin dashboards.

Health, safety & security

Incident reporting with a full investigation lifecycle, BSafe behavioural safety observations, warehouse walkaround checks with completion and findings reporting, drugs & alcohol test records, fire alarm testing schedules, PPE registers, and key/asset sign-out tracking.

Shift & workforce management

Shift handovers, shift swaps, annualised hours tracking with time-off-in-lieu requests for contracts that work on an annualised basis, and a shift handover daily operations log to keep continuity between teams.

Projects & task management

A lightweight project tracker with RAG status, milestones, file attachments and an activity log, plus personal and delegated to-do lists separate from formal compliance training tasks.

Recruitment, Pay & Reporting

Recruitment

The Career hub brings a candidate's own training pathway, qualifications and internal vacancies together in one place, so internal applicants are always considered first. When a role needs to go external, it can be posted straight out to external job boards directly from the vacancy record, with no manual re-keying, and a public careers page (hero text, intro copy and benefits list, all editable without a developer) lets outside candidates apply directly.

Pay & financial wellbeing

Earned Wage Access lets employees draw down pay they've already earned ahead of payday, within admin-configured limits, with a clear approval and payroll-deduction trail. Alongside this, a set of financial wellbeing calculators (budgeting, savings, debt and pension projections) sits under We Matter to support day-to-day money planning.

Reporting & insights

Beyond the fixed reports covering people, leave and cost, Custom Reports lets admins and HR build a report from any data they have access to, save it, and share it with specific colleagues or roles, without ever exposing data beyond what the viewer could already see.

Everyday communication

Internal Messaging brings direct messages and group chats into the Portal itself, alongside company-wide notices and announcements, so day-to-day work conversations don't need a separate app.

Integrations & Connections

Luminar Portal connects to the systems you already use, rather than asking you to replace them. Every connection below authenticates with your own account and your own credentials — Luminar never sits between you and the third party as a reseller or intermediary.

Payroll

Direct two-way connectors are live for Xero (UK Payroll), Staffology (IRIS), PayFit and Employment Hero Payroll (UK), with employee matching also available for BrightPay. Where a direct connector isn't the right fit, Payroll Export instead produces a CSV formatted for BrightPay, Sage or QuickBooks.

Recruitment

Vacancies can be posted straight to Reed.co.uk from the vacancy record, with no manual re-keying. Credential storage is also ready for Indeed, LinkedIn, Totaljobs and CV-Library ahead of direct posting support for those boards.

E-signature and accounting

DocuSign integration sends an existing Portal document out for signature and tracks its status through to completion. QuickBooks Online integration pushes an approved expense claim across as a Purchase, ready for reconciliation.

Notifications and calendars

Slack and Microsoft Teams can both receive Portal notifications via a simple webhook, so approvals and alerts land where your team already talks. Employees can also subscribe their Portal shifts and approved leave to Google Calendar, Outlook or Apple Calendar with a private, read-only link.

Security, Control & Governance

A workforce system holds some of the most sensitive data an organisation has. Luminar Portal's admin controls are built around giving you full visibility and control of who can see what, and a clear record of what's happened.

Access control

- **Feature flags:** Every module can be switched on or off independently, for a controlled, phased rollout.
- **Role-based access:** Employee, manager, director and admin roles each see exactly what they should, enforced consistently, not left to page-by-page judgement.
- **Two-factor authentication:** Available via Microsoft Authenticator, with enforcement optional for admin and manager accounts.
- **Audit trail:** A dedicated Security & Audit Log records login history, 2FA status and access-affecting changes, including automatic access revocation when an employee leaves.

Data protection by design

- **Encryption where it matters:** Sensitive credentials, such as API keys and payroll integration secrets, are encrypted at rest, never returned decrypted over the API once saved.
- **Restricted record types:** Individual record types can be restricted to admin and the record owner only, even where a manager would normally see everything else on that page.
- **Configurable security policy:** Password policy, session timeout and "remember me" duration, and failed-login lockout rules, all configurable by admin.
- **Biometric data, kept minimal:** Personal-device biometric clock-in never sends a fingerprint or face to the Portal, only a device-signed confirmation. Facial recognition, where enabled, stores a mathematical descriptor rather than a photo, is off by default, and requires per-employee consent — the Portal does not replace your own GDPR Article 9 assessment for that feature.

Full Feature List

A complete reference of every module across the platform, grouped by area. Not every module will be relevant to every organisation; Feature Flags let you switch on only what you need.

MY SPACE (EMPLOYEE SELF-SERVICE)

Everyday self-service: leave, tasks, personal documents and pay-related requests.

My Holidays Book leave and review your balance.	Overtime Record extra hours for review.
My Tasks See what is assigned to you.	My Documents Personal files such as letters and payslips.
My Reports Reports available through your team or role.	Report Incident Submit an accident, near miss or unsafe condition.
Expenses & Mileage Submit an expense or business travel mileage claim.	Earned Wage Access Draw down part of what you've already earned, ahead of payday.
iCare Open or review care support requests.	My Profile Update your details, photo and password.
We Matter Wellbeing guidance and financial calculators.	Annualised Hours Owed-hours balance and time-off-in-lieu requests.
Messages Direct messages and group chats with colleagues.	

COMPANY

Shared, read-mostly resources every employee can see.

Who's Who Find people across the organisation.	Values & Pillars The values that guide the company.
Company Objectives Shared business priorities.	Raise a Concern Confidential whistleblowing reporting page.
Culture Mission, values and company feel.	Calendar Company dates and events.
Analytics High-level company reporting.	Career Training pathway, qualifications and internal vacancies in one hub.

DOCUMENTS & COMPLIANCE

The single source of truth for policies, guides and individual compliance records.

Documents Shared policies, forms and documents, filtered by relevance.	Policies Quick access to policy documents.
User Guides Employee, manager and admin guides, online and downloadable.	Help Centre Searchable, HR-approved "how do I...?" answers.
Qualifications Certificates and licences, with expiry tracking and restricted types.	Right to Work & Visas Filtered immigration-related qualification tracking.

TRAINING & ACADEMY

Structured learning, from induction through ongoing development.

Training Hub Browse training by subject.	My Training / My Pathway Assigned, completed and role-based learning path.
TL Programme Team leader development content and coaching sign-off.	Training Leaderboard Fair, completion-percentage department comparison.
Assign Training Set training tasks for your team.	Team Training Review team completion by module.
Pathway Management Maintain role pathways and plans.	Badges Automatic and manager-awarded recognition badges.

HEALTH, SAFETY & SECURITY

Incident, safety and security logging for frontline and site teams.

Incidents Full accident/near-miss investigation lifecycle.	BSafe Observations Behavioural safety observations from walkarounds.
Warehouse Walkarounds Structured site walkaround checks and dashboard.	Bag & Locker Searches Security check record log.
D&A Test Records Drugs and alcohol testing log.	Key & Asset Sign-Out Track keys and equipment sign-out.
Shift Handovers / Swaps Shift continuity, open actions and swap requests.	TBT Register Toolbox talk attendance and delivery.
PPE Register Issue and return protective equipment.	Fire Alarm Testing Schedule and record fire alarm testing.

TEAM & MANAGER TOOLS

Day-to-day people management, approvals and team administration.

Manager Dashboard Manager overview and work queue.	Holiday Approvals Approve or decline holiday requests.
Absence & Bradford Track sickness, absence and Bradford Factor.	Return to Work Record return-to-work meetings.
Onboarding / Leavers New starter and offboarding checklists, with auto access revocation.	Disciplinary / PIP / Probation Formal records, improvement plans and probation tracking.
Team Calendar Who is off, working or unavailable.	1-2-1s Documented manager check-ins, separate from Appraisals.
Appraisals Full self-assessment and manager review cycles.	Vacancies Management Post internal vacancies and manage applicants and job boards.
To-Do (Delegated) Assign and track tasks for your team.	Projects RAG-status project tracker with milestones and activity log.
Time on Task Warehouse time-by-task-area reporting, for managers and admin.	

FINANCE & CLAIMS

Expense and mileage claims, plus the reporting and payroll export built around them.

Claims Reports Claim reporting and status trends.	Claims Approvals Claims awaiting manager decisions.
Reports Business reporting for people, leave and cost.	Payroll Export Pay and entitlement reference reporting for payroll.
Custom Reports Build and share bespoke reports across the organisation.	

ADMIN

Full administrative control: users, settings, security and platform configuration.

User Management Add, edit and manage every employee account.	Portal Settings Feature flags, password, session and security policy.
Security & Audit Log Login history, 2FA status and access changes.	Document Library Manage shared policies and files.
Training Reports / Refresher Scheduler Completion reporting and auto-assigned refreshers.	Job Board Accounts Store encrypted credentials for external job boards.
Careers Page Builder Edit the public careers page content.	Earned Wage Access Settings Enable, configure and approve on-demand pay.
Branding Set logo and theme colours, with live preview.	Page Builder Lightweight content editor for company pages.
Go-Live Checklist Guided, deliberate switch from demo to live data.	Whistleblowing Cases Manage confidential reports and recipient routing.
Biometric Enrolment Add agency workers, send self-enrolment links, and see who's set up for device or face biometrics.	Attendance Biometrics Overview of personal-device, kiosk facial recognition and USB fingerprint clock-in options.

Getting Started

Luminar Portal is designed so that going live is a deliberate, controlled decision, not something that can happen by accident, and not an all-or-nothing switch.

A phased path to go-live

- **1. Scope your rollout:** Configure the modules relevant to your organisation first; everything else stays switched off until you're ready for it.
- **2. Bring your people in:** Import your existing staff data, set up departments, roles and reporting lines.
- **3. Trial with real data:** Run the Portal in parallel with a small pilot group or a single site, with full functionality but demo data still in place.
- **4. Go live, deliberately:** A guided, five-stage checklist walks you through removing demo data and switching fully live, including a mandatory pre-launch backup, so go-live is never a leap of faith.

Ongoing partnership

Luminar Management Ltd doesn't disappear after go-live. New functionality, like Recruitment, Earned Wage Access and Custom Reports, comes directly from conversations with the organisations already using the Portal. Your feedback shapes what gets built next.

Next steps

We'd welcome the opportunity to walk you through Luminar Portal in more detail, tailored to your organisation's structure and priorities. Please get in touch to arrange a walkthrough, using the contact details overleaf.



Let's talk

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